KENYATTA UNIVERSITY

CAREER OPPORTUNITIES IN A FAST GROWING INSTITUTION

Kenyatta University seeks to recruit competent and dedicated applicants to fill up the following positions.

POST MODERN LIBRARY

i. DEPUTY UNIVERSITY LIBRARIAN (ADMINISTRATION AND BIBLIOGRAPHIC SERVICES) – GRADE 14
QUALIFICATIONS:
- Masters Degree in Information Science from a recognized university
- PhD will be an added advantage
- At least five (5) years post professional experience, three (3) of which at Senior Librarian level in a large academic Library
- Competent in relevant ICT applications
- Evidence in research and publication and other professional activities
- Knowledge of KOHA (Library Integrated Management System) will be an added advantage

The successful candidate will report to the Chief University Librarian.

ii. DEPUTY UNIVERSITY LIBRARIAN (INSTRUCTION AND INFORMATION SERVICES) – GRADE 14
QUALIFICATIONS:
- Masters Degree in Information Science from a recognized university
- PhD will be an added advantage
- At least five (5) years post professional experience, three (3) of which at Senior Librarian level in a large academic Library
- Competent in relevant ICT applications
- Evidence in research and publication and other professional activities
- Knowledge of KOHA (Library Integrated Management System) will be an added advantage

The successful candidate will report to the Chief University Librarian.

OFFICE OF THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION)

CAMPUSES:
- Main
- City
- Parklands
• Nakuru
• Embu
• Nyeri
• Kericho
• Kitui
• Mombasa

i. **SECRETARY – GRADE A/B**

**QUALIFICATIONS:**
- KCE Division III or KCSE Mean Grade C (plain) and above
- Credit or Grade C- (Minus) and above in English
- Type-writing speed of 50wpm
- Shorthand speed of 60 wpm
- Office practice II
- Office management
- Business English III
- Computer literate
- At least three (3) years relevant work experience

ii. **CLERK TYPIST - GRADE III/IV**

**QUALIFICATIONS:**
- KCE Division IV or KCSE mean Grade D+ (plus) and above
- Certificate in Office Management or related field
- Type writing speed of at least 40 wpm
- At least three (3) years relevant work experience
- Computer literate

iii. **DATA ENTRY CLERK - GRADE A/B**

**QUALIFICATIONS:**
- KCE Division III or KCSE Mean Grade C (Plain) and above
- Diploma in Records Management/ Business Management/ Information Science/ Human Resource Management
- At least three (3) years relevant work experience
- Computer literate

iv. **DATA ENTRY CLERK - GRADE III/IV**

**QUALIFICATIONS:**
- KCE Division IV or Mean Grade of D+ (plus) and above
- At least three (3) years relevant work experience
- Computer literate
v. CLEANER/ MESSENGER – GRADE III/IV (Only for satellite campuses)

QUALIFICATIONS:
- KCE Division IV or KCSE Mean Grade D (plain) and above
- Valid Certificate of Good Conduct
- At least two (2) years relevant work experience

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
FOREIGN LANGUAGES DEPARTMENT

i. LECTURER

QUALIFICATIONS:
- PhD Degree or have successfully defended PhD thesis in French with specialization in Phonology and Phonetics from a recognized University
- At least three (3) years university teaching experience

ii. TUTORIAL FELLOW

QUALIFICATIONS:
- Masters Degree in French from a recognized University
- Willing to register for PhD Degree

iii. TUTORIAL FELLOW

QUALIFICATIONS:
- Masters Degree in German from a recognized University
- Willing to register for PhD Degree

TERMS OF SERVICE:

For teaching positions above Tutorial Fellow employment will be on permanent and pensionable terms.

Tutorial Fellows are employed on one (1) year renewable contract, to the maximum of three (3) years.

The terms for non-teaching positions include a generous medical scheme, house allowance and commuting allowance. Successful candidates will be offered two (2) year renewable performance-based contract and gratuity will be paid at the end of the contract.

The applicant should give full details of educational and professional qualification, work experience, present post and salary, applicant’s telephone number and e-mail address.

Copies of certificates and testimonials should also be enclosed giving the names and addresses of three (3) referees who are conversant with the applicant’s competence in area of specialization.
Applicants and Referees should write directly to the undersigned:

**Deputy Vice-Chancellor (Administration)**  
**Kenyatta University**  
**P. O. BOX 43844 – 00100**  
**NAIROBI**

Applications and letters from the referees should be received not later than, Thursday, 4th June 2015.

**ENQUIRIES:**  
For details related to job specifications and general requirements, kindly visit our website:  
[www.ku.ac.ke](http://www.ku.ac.ke)

Kenyatta University is an equal opportunity employer and canvassing will lead to automatic disqualification.

Only short-listed applicants will be contacted.

Women and persons with disability are encouraged to apply.